



BOROUGH OF WILKINSBURG

CODE ENFORCEMENT DEPARTMENT

ROOM 304 THIRD FLOOR
605 ROSS AVENUE
WILKINSBURG PENNSYLVANIA 15221
PH 412-244-2923/FX 412-244-2922



ZONING PERMIT APPLICATION FORM

In accordance with the current Zoning Ordinance adopted August 7, 2013

APPLICATION DATE: _____ PERMIT # _____ ZONING DISTRICT: _____

Applicant Name _____ Primary Phone Number _____

Property Address _____ City _____ State _____ Zip _____

E-mail Address _____

Property Address _____ Usage: Comm. ☐ Res. ☐ Mixed ☐

Property Owner Name _____ Lot & Block _____

Property Owner Address _____ City _____ State _____ Zip _____

Property Owner Phone Number _____ Property Owner Email _____

Please attach a plot plan showing all structures in relationship to property lines with distances and measurement of all structures. Include all existing and proposed structures. See attached diagram and graph sheet for your convenience.

ZONING APPLICATION IS FOR:

- ☐ New Construction ☐ Fence/Wall ☐ Shed ☐ Deck/Patio
- ☐ Change of Use ☐ Repair/Replacement ☐ Zoning Verification Letter
- ☐ Other (Explain) _____

TO BE COMPLETED BY ZONING OFFICER

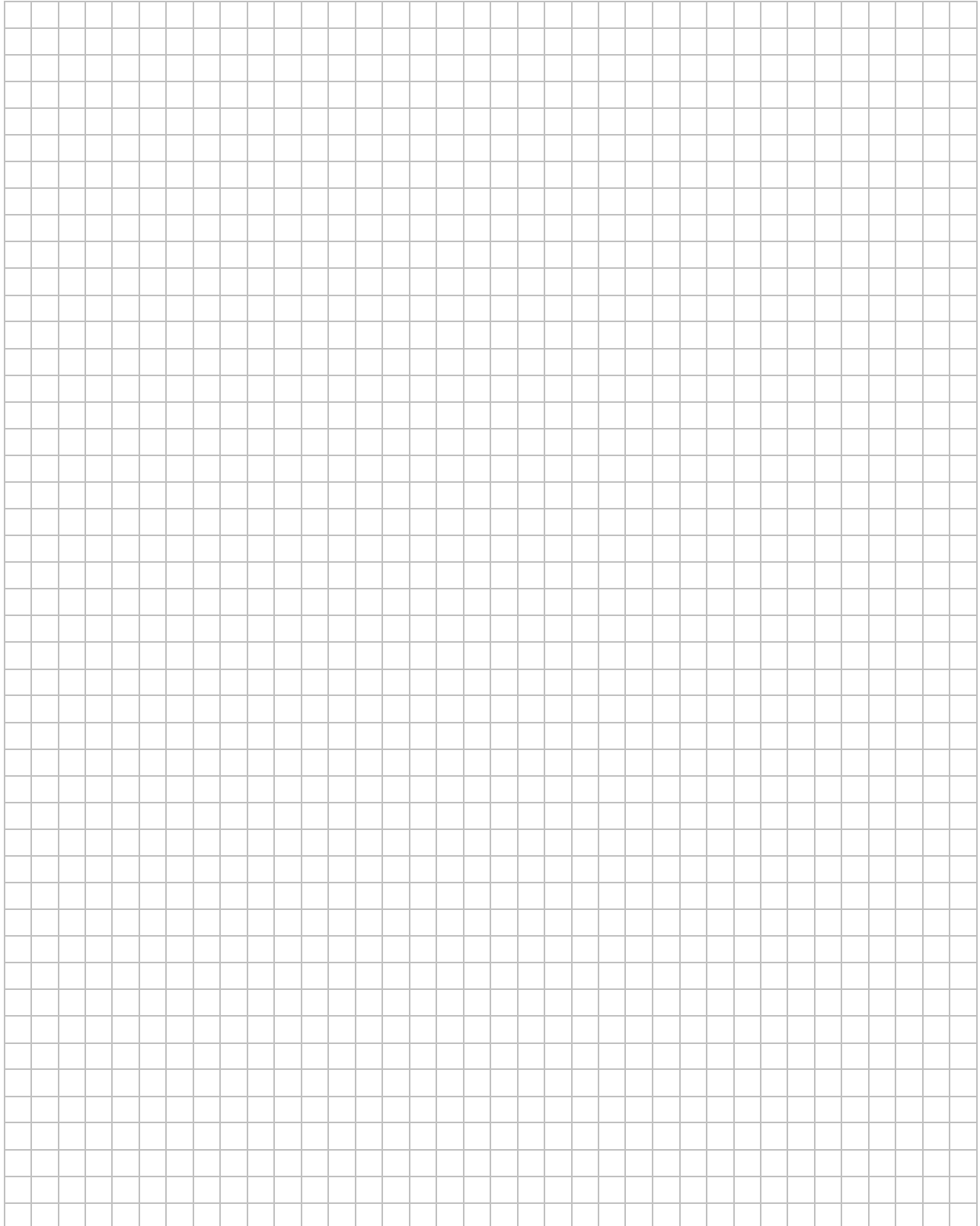
PERMITTED: ☐ YES ☐ NO ☐ Conditional

All conditions and denials to be explained on attached letter with explanation of right to appeal(s)

ZONING OFFICER: _____ DATE: _____

Plot Plan and Narrative

Please provide a sketch of the property outline, where the house is located on the property, and the area the proposed fence, shed, patio or deck will be located.



Procedure for Zoning Permit Application

1. A completed application is required to include all information requested. Including contact information (phone and email)
2. A plot plan as referenced in page two shall show the property lines and all structures located on the plot as applicable. All dimensions are required. (Structure(s) is any manmade object, decks, pools, fences, patios, sheds, etc.)
3. Every application must include a narrative that describes how the new use or new construction will be utilized.
4. If a zoning permit application is returned or denied, the applicant can appeal the decision of the Zoning Officer to the Zoning Hearing Board.
5. If a proposed owner is the applicant a valid "Option of Buy" contract shall accompany the application.
6. If you are not the owner of the property, a valid "option to buy" contract must be attached to the application.
7. If a tenant is the applicant approval from the owner is required, a copy of the lease.

Failure to submit the above referenced information will result in a rejection of the Zoning Permit Application by the Zoning Officer.